

## **Job Description**

**Position Title:** Director of Divisional Finance & Reporting

**Reports To:** Dr. Cheryl Hyland Executive Director of Operations & Communications,  
Division of College, Career & Technical Education

**Location:**

Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

**Position Description:**

The director of divisional finance and reporting plays a crucial role in overseeing the fiscal and accountability aspects of the division of college, career and technical education. As the business manager, this person oversees all processes related to accounting, budget, contracts, and grant compliance. In addition, this role manages the data and grants compliance for all state and federal reporting.

**Specific Position Responsibilities:**

**Budget, Finance, Contracts, and Accounting**

1. Provides creation, oversight and coordination of the division's budget and payments from both federal and state funding sources, while maintaining state maintenance of effort spending requirements.
2. Supervises accounting, contracts, and data management staff in order to provide administrative functions and processes for the division that result in a high level of accountability, increased controls and efficiencies.
3. Conducts ongoing full reviews of all contracts and grants and makes recommendations on continued funding or shifting of resources to better support the division's and department's goals and priorities.
4. Utilizes effect controls and checks to ensure accuracy and integrity in the management and expenditures of all federal and state funds.
5. Provides data pulls and reports that support robust data analysis, policy decision making and state and federal reporting requirements.

**Grants Management**

6. Develops and recommends policies and procedures to ensure compliance with all state and federal rules and regulations.
7. Provides district administrators responsive budgetary and grants (Perkins and Perkins Reserve) management services.

8. Oversees the division's process for monitoring of districts that receive Perkins funds, in coordination with other department teams.
9. Provides logistical and policy support to department leadership during the Carl D. Perkins Act reauthorization transition.

**Data Management**

10. Ensures the department is compliant with federal reporting on all grants, including the Carl D. Perkins Act, the New Skills for Youth grant, the EPIC grant, and the Setting Students Up for Success IES grant.
11. Provides data pulls and reports that support robust data analysis, policy decision making and state and federal reporting requirements for both internal and external stakeholders.
12. Implements an effective continuous improvement process in all areas of responsibility to proactively address threats and take advantage of opportunities for innovation and efficiencies.

**Preferred Qualifications:**

- Bachelor's Degree in Business, Finance, or related field
- Minimum of five years' experience; leadership preferred
- Experience in contracts and grants management
- Strong oral and written communication skills
- Strong interpersonal and organizational skills

**Other:**

Successful candidate will exhibit the following TDOE core values:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

**Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

**To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [Cheryl.Hyland@tn.gov](mailto:Cheryl.Hyland@tn.gov) Please submit applications by February 28, 2019 for consideration.

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